

ADMINISTRATOR'S POSTED PENDING SCREENS

Be sure your **Outstanding CCs** are added. If you see Outstanding CC on the main menu, select it to add outstanding credit cards and any outstanding (or “unpopulated”) transactions associated with them.

Name: CONNIE HILL Email: chill@sco.idaho.gov

☐ Admin ☒ Outstanding CC

☐ Verifier All

☐ Approver All

App Menu Statewide Acct Logoff Back

CC#	Card Holder
Select 522938	JEANIE ODONNELL Delete

Search for Unpopulated Transactions

CC# Select

Card Holder

Description

Save

Click **Back** and then select **Admin** on the **main menu**.

Name: CONNIE HILL Email: chill@sco.idaho.gov

☒ Admin ☐ Outstanding CC

☐ Verifier All

☐ Approver All

Select **Outstanding CC** to search for and add missing transactions.

Reports App Menu Statewide Acct Logoff Back

Maintain PCA Maintain CC Add User Agency Settings Posted Pending Outstanding CC

All Users A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Last Name Find

☐ Group Name ☒ All Roles ☐ Admin ☐ Verifier ☐ Verifier All ☐ Approver ☐ Approver All ☐ Auditor ☒ Active ☐ NonActive ☐ All Users

Edit	Last	First	Middle	Email	Holder	Active	Created	PCA/Index
	ALSAGER	MARY	M		✓	✓	3/8/2005	52090
	ANDERSON	DONNA			✓	✓	3/8/2005	71110
	BARDWELL	ETHEL			✓	✓	3/8/2005	40000

Select **Reports** and run the **Potential Posted Pending Report** for the dates of July 1 through June 30 (the fiscal year).

Reports App Menu Statewide Acct

Reports

- Reconciliation Report
- Potential Posted Pending Report
- Posted Pending Report
- All Transactions
- 1099 Error Report
- Transactions Not Verified
- Transmittals Not Approved
- Approver Audit Report
- User Report
- PCard Download
- CH Statement
- Show Users by Default/Assigned Code

Potential Posted Pending Report

Date From: 07/01/2007

Date To: 06/30/2008

Sort By:

☒ Name ☐ Posted Date

☐ Trans Date ☐ TM #

☐ PCA ☐ Index

PDF TXT CSV

Select **Posted Pending** on the **Admin** screen.

Reports App Menu Statewide Acct Logoff Back Master Admin

Maintain PCA Maintain CC Add User Agency Setting: **Posted Pending** Outstanding CC

All Users A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Last Name: Find

☐ Group Name ☒ All Roles ☐ Admin ☐ Verifier ☐ Verifier All ☐ Approver ☐ Approver All ☐ Auditor ☐ Active ☐ NonActive ☐ All Users

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	BARDWELL	ETHEL			✓	✓	3/8/2005	40000

Use dates for the full Fiscal Year – July 1st through June 30th, then click **Execute Posted Pending**. The gray box will show how many were post pended.

Reports App Menu Statewide Acct Logoff

Posted Pending Maintenance

☒ Execute Posted Pending ☐ Roll Back Posted Pending

Execute Posted Pending

From Date: 07/01/2007 To Date: 06/30/2008

The goal is to get all transactions for the year posted to expenditures (appropriations) and into the P-Card liability account GL 2105. (See STARS Online Inquiry screen 76.) Your final P-Card payment should clear this GL 2105 to zero for the end of the month.

VERSION 3.1	STARS--GENERAL LEDGER FILE FINANCIAL INQUIRY	S076
AGENCY: 230 FUND/DET: 0202 02 GL ACCT: 2105 P CARD LIABILITY		
TRANS YR: 07 GRANT/PHASE: SAWCSP		
CM: X PM:	CP: PP: PY:	CUM: X ACTV:
CREATE DATE: 080306		
DEBIT/CREDIT: C		
BEGINNING BALANCE		
		0.00
ACTIVITY		64.74
ENDING BALANCE		64.74

Remember that P-Card will automatically make adjustments when the Posted Pending transactions are finally verified and approved in P-Card. You do not have to do anything special to process these.